



**Arizona Department of Health Services
Office for Children with Special Health Care Needs
Integrated Services Grant**



**ISG-Adolescent Health Community Advisory Group
October 10, 2006
Meeting Minutes**

Attendees: Dr. Karla Birkholz, MD; Oly Cowles, Dr. Traci Lombard, Barbara Olson, Karen Kuhfuss, Leslie Walker, Joyce Flieger, and Beverly Plonski-Fuqua

MEETING ITEM	SPEAKER	DISCUSSION	ACTION ITEMS
Welcome, Introductions	Beverly	Introductions took place.	
September 12, 2006 Minutes	Beverly	Correction on bottom of page two regarding "How To Say It To Teens" resource document. Minutes accepted.	
Dental Resource	Joyce Flieger	ADHS, Office of Oral Health is writing for a grant that would fund dental personnel and supplies and requested suggestions on potential School Based Clinics who serve the "underserved" that might be open to adding a dental component to their clinic. The potential site would need to be able to accommodate the mobile dental van.	
Update on Materials	Beverly	Data on the 2005 YRBS was distributed. E-mail was sent to Dr. Olson from Dartmouth who co-wrote the Healthy Teen Project article in the Annals of Family Medicine to inquire on additional information. Consent & Confidentiality in Adolescent Health Care was downloaded to the ISG-Adolescent Health web page.	Beverly will do: Dr. Birkholz requested that the Action Plan, the Health Plan and the Get Healthy: Improving Adolescent Access to Appropriate Health Care documents be pulled from the text of the monthly updates and be added to the bottom of the web page as resources
Updates from Contacts	Barb Olson	<ul style="list-style-type: none">• Waiting to hear back from Dr. Charles Erwin from California.• Nothing found on the U of A web site. Contacted Judy Doan to see if she could assist.• Spoke with Betsy Wraight who is a certified adolescent trainer	

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		and facilitates distance learning to get ideas on our screening tool project and our web page.	
Budget for Concept Paper	All	<p>Set up year to year budget specific to project activities. Budget to include personnel/contractor hours; space, equipment, materials, copying; and travel.</p> <p>Example of year one:</p> <ul style="list-style-type: none"> • Curriculum development--determine the estimate time needed to go through a training • Note book content: different levels of learning • On-site training to educate office staff • Offer CME's and CMU's • Marketing: <ul style="list-style-type: none"> ▪ to professionals, parents and teens ▪ to include travel for Dr. Birkholz and Dr. Lombard to present at Arizona professional conferences <p>Example of year two:</p> <ul style="list-style-type: none"> • Web site development • Sustainability plan • Distance Learning 	Dr. Lombard is waiting to hear back from Dr. Partap regarding budget for her web site
Grant Fiduciary Agent	Dr. Birkholz	<p>ArMA will be able to be the fiduciary agent for a grant(s) the committee applies for. We would need to get a quote from ArMA on what the cost would be for monthly rent to house a staff person at their site and for this person to be able to use all equipment. Also need to know what ArMA's administrative percent fee will be.</p> <p>ArMA would also be able to do the CME's.</p>	
	All	Potential funders in Arizona, such as Legacy Foundation	
Next Regularly Scheduled Meeting		November 14, 2006 5:30pm – 7:30pm , at the Best Western Central Phoenix Inn on Central Ave.	